

COURSE IMPLEMENTATION DATE:	September 2008
COURSE REVISED IMPLEMENTATION DATE:	
COURSE TO BE REVIEWED:	March 2012
(four years after UPAC approval)	(month, year)

OFFICIAL UNDERGRADUATE COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
Shaded headings are subject to change at the discretion of the department – see course syllabus available from instructor

ENGL 090	College and Career Preparation	3
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UCFV CREDITS
Technical and Professional English		
COURSE DESCRIPTIVE TITLE		

CALENDAR DESCRIPTION:

This university preparatory course helps students develop the reading, writing, research, and analysis skills required for success in post-secondary courses. Development of academic and professional writing skills is a major component of this course. In addition, students will evaluate and analyze writing in a variety of genres. Technical and Professional English 090 is equivalent to Technical and Professional Communications 12 and satisfies the Grade 12 English requirement of the B.C. Adult Graduation Diploma (adult secondary completion).

PREREQUISITES: One of the following: English 081, English 11, a CPT Score of 41 or better, LPI essay score of 24 or higher (level 4), ESL WG 74 with a C+ or better, or CCP Department permission (assessment may be required).

COREQUISITES:
PRE or COREQUISITES:

SYNONYMOUS COURSE(S):	SERVICE COURSE TO: (department/program)
(a) Replaces: _____	_____
(b) Cross-listed with: _____	_____
(c) Cannot take: _____ for further credit.	_____

TOTAL HOURS PER TERM: <u>90</u> STRUCTURE OF HOURS: Lectures: <u>45</u> Hrs Seminar: <u>45</u> Hrs Laboratory: _____ Hrs Field experience: _____ Hrs Student directed learning: _____ Hrs Other (specify): _____ Hrs	TRAINING DAY-BASED INSTRUCTION: Length of course: _____ Hours per day: _____ OTHER: Maximum enrolment: <u>24</u> Expected frequency of course offerings: <u>Annually</u> (every semester, annually, every other year, etc.)
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WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only) WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department) TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Course designer(s): Marilyn MacDonald	Date approved: Feb. 13, 2008
Department Head: Sue Brigden	Date of meeting: Feb. 22, 2008
Supporting area consultation (UPACA1)	Date approved: Feb. 13, 2008
Curriculum Committee chair: Susan DeLong	Date approved: Apr. 25, 2008
Dean/Associate VP: Karen Evans	Date of meeting: Apr. 25, 2008
Undergraduate Program Advisory Committee (UPAC) approval	

LEARNING OUTCOMES:

Upon successful completion of this course, students will:

- 1) Read and identify the components and structure of workplace and media communications
- 2) Create effective academic, technical, and professional documents
- 3) Demonstrate an awareness and understanding of the power of language and the most effective ways to present material taking into consideration audience, tone, and purpose
- 4) Write and orally present a research-based document
- 5) Evaluate persuasive communications for validity, reliability, currency, and objectivity
- 6) Collaborate in and evaluate group process
- 7) Effectively use computers for communication and word processing

METHODS: *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures, class discussions, computer instruction and use, collaborative group work.

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

☐ Examination(s) ☒ Portfolio assessment ☐ Interview(s)

☒ Other (specify):

- 1) Oral and written presentation of a research-based document
- 2) Critical analysis of three documents: literary writing, workplace communication and media message
- 3) On demand written evaluation of argument for validity, reliability and objectivity
- 4) On demand creation of computer generated documents including typed and graphic messages

☐ PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Anker, Susan. Real Writing with Readings (Bedford St. Martin's)
BC Advanced Education- Technical and Professional English-ABE Provincial Level
Guffey, Mary Ellen and Almonte, Richard. The Essentials of Business Communication (Nelson)
Lee, Linda A.. Empowered College Reading (Pearson Prentice Hall)
Markel, Mike. Technical Communications (Bedford St. Martin's)

SUPPLIES / MATERIALS:

Computer copy card.

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

50% - Variety of written communication, including essays, professional documents, and a research-based document
10% - Oral presentation
15% - Group project with analysis of group process
25% - Tests and exams

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

- 1) Reading and analyzing texts, workplace documents, graphics and media
- 2) Developing skills in academic and workplace writing
- 3) Developing effective presentations using appropriate computer software and visual aids
- 4) Developing research skills
- 5) Developing oral presentation skills
- 6) Participating in and evaluating group process
- 7) Reviewing grammar, word choice, and written presentation style